



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER**  
**AND PRESIDIO OF MONTEREY**  
PRESIDIO OF MONTEREY, CA 93944-5006

ATZP-CDR

24 FEB 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Motor Vehicle Registration

1. References:

- a. Army Regulation 190-5, Motor Vehicle Traffic Supervision
- b. State of California Vehicle Code (CVC), January 2001.
- c. Federal Assimilative Crimes Act, 18 United States Code § 13.
- d. Training and Doctrine Command Message, Subject: Installation Security, 4 April 2001.

2. Purpose: To set command policy for registration of Privately Owned Vehicles (POVs) for all Department of Defense (DoD)-affiliated personnel and their family members on the confines of the Defense Language Institute Foreign Language Center and Presidio of Monterey (DLIFLC & POM) and Ord Military Community (OMC).

3. Applicability: This policy applies to all military and DoD civilian personnel assigned, attached, located, or employed on the DLIFLC & POM.

4. Proponent: The proponent for this policy is the Directorate of Public Safety, ATZP-DPS, at extension 7851. This policy supersedes the previous policy dated 21 August 2001.

5. General vehicle registration requirements:

a. DoD vehicle registration requirements apply to all personnel who live or work and operate a POV on POM and the OMC. Operating a POV on the DLIFLC & POM and OMC is a privilege extended by the Installation Commander. This privilege, once extended, is subject to administrative suspension or revocation.

b. Upon assignment to the POM or OMC, personnel will have thirty days to register their POVs that will be located or operated on the POM and OMC, with the Presidio of Monterey Police Department (POM PD). Thirty days will allow applicants time to accomplish all of the requirements as indicated in para c below.

ATZP-CDR

SUBJECT: Command Policy on Motor Vehicle Registration

c. Personnel must provide the following information to register a POV:

Proof of valid driver's license,

(2) Military or civilian DoD identification card,

(3) Proof of current vehicle registration,

(4) If the applicant's name does not appear on the vehicle registration, the applicant must present a notarized letter or power of attorney from the owner, authorizing use of the vehicle.

(5) Current California Smog Certificate, if the vehicle is registered out of state and is four years or older, it is required to have a smog certification. If it is a 1974 or older vehicle, it is not required to have smog certification.

(6) Proof of current minimum liability insurance.

(7) In order to register a motorcycle, personnel must provide documentation that they have completed the Motorcycle Defensive Driver's Course (MDDC). The Installation Safety Office will provide information regarding the nearest MDDC.

d. Every motorist on DLIFLC & POM and OMC must possess a valid state registration corresponding to the license plates displayed on the vehicle. The registration must be kept in the POV at all times while it is on the installation for presentation to law enforcement personnel upon request. The current state registration sticker or card will be displayed on the POV. Vehicles without a valid registration are subject to impoundment. The operator or registered owner may be cited for violation of California Vehicle Code § 4000(a).

e. In addition to the requirements set forth above, California Law requires proof of financial responsibility as follows:

(1) Each owner or operator of a motor vehicle must maintain proof of personal responsibility in the following amounts: \$15,000 for bodily injury to, or death of, one person as the result of any one accident; \$30,000 for bodily injury to, or death of, two or more persons as the result of any one accident; and \$5,000 for damage to the property of others as the result of any one accident.

(2) An owner or operator must carry evidence of financial responsibility in the vehicle at all times. Under current law, any of the following forms of evidence are sufficient:

ATZP-CDR

SUBJECT: Command Policy on Motor Vehicle Registration

(a) an insurance/surety identification (At a minimum, this document must identify the company that provides the owner/operator with an insurance policy or surety bond; indicate that the policy or bond is currently in effect and provides the necessary liability coverage; and state the number of the insurance policy or surety bond);

(b) any evidence that the owner/operator has deposited \$35,000 in cash with the California Department of Motor Vehicles; or

(c) a valid certification of self insurance, issued by the California Department of Motor Vehicles.

(d) vehicles without current insurance or financial responsibility are subject to impoundment. The operator or registered owner may be cited for CVC 16028a.

#### 6. Procedures:

a. The POM PD will register POVs for the owner/operator using an automated Vehicle Registration System (VRS). The POM PD shall serve as the VRS Administrator. Personnel will apply for registration by providing a completed Vehicle Registration Data Form to their VRS representative. The VRS representative will review the registrant's driver's license, registration, and insurance documents to ensure the VRS form is accurate. The VRS representative will then forward the forms, to include fax copies of the driver's license, proof of insurance, vehicle registration, and smog certificate, if applicable, to the POM PD. The following units/organizations will designate VRS representatives to ensure that all personnel owning or operating POVs on the installation comply with the above mentioned requirements. Names and telephone numbers of the VRS representatives will be submitted to the POMPD.

- (1) A through F Companies, 229<sup>th</sup> MI Battalion;
- (2) 311<sup>th</sup> Training Squadron and Air Force Element;
- (3) HHC, DLIFLC;
- (4) Marine Corp Detachment;
- (5) Center for Cryptology Detachment, U.S. Navy;
- (6) Provost;
- (7) Installation Staff Elements;

ATZP-CDR

SUBJECT: Command Policy on Motor Vehicle Registration

- (8) Defense Manpower and Data Center;
- (9) Defense Finance and Accounting Services;
- (10) Directorates;
- (11) Tenant Units; and
- (12) the Adjutant General

b. Individuals from other units/organizations not listed will submit their VRS forms to the POM PD.

c. Temporary Vehicle Passes will normally be issued for 30 days, pending permanent registration, or in other special circumstances for longer terms. The Visitor Centers (PVT Bolio Road & Franklin Street Gates) will issue temporary and visitor passes only.

d. Upon receiving VRS forms, POM PD will coordinate with the VRS representative to issue decals. Personnel may register inoperable vehicles without proof of insurance, so long as the owner has registered the vehicle as inoperable with a state and presents required forms to the POM PD.

e. Registrants will place the decals on the exterior lower driver's side of the windshield. Motorists will display visitor and temporary passes on the inside of the front windshield on the driver's side.

f. Motorcycle owners and operators will place decals on the lower left portion of the motorcycle windshield. If the motorcycle is not equipped with a windshield the decal will be placed on the left front fork, or to a plate affixed to the left front fork area.

g. Decals will expire four years from the date of issue. All personnel must notify the POM PD of transfers, sales, or other dispositions of registered POVs. Additionally, the registered owner of the vehicle is responsible for removing the registration decal from the POV.

h. All personnel who are no longer employed by DOD or the Department of the Army must notify the POM PD of their change in status during out-processing and return the registration decal. The POM PD will cancel the registration accordingly. Supervisors and commanders will ensure that personnel being separated from federal or military service follow this provision to the maximum extent possible and notify the POM PD of any and all discrepancies. Vehicles, by their appearance, expired registration, flat tires, broken windows, etc., that are abandoned will have a DD Form 2504 (Abandoned Vehicle Notice) placed on the windshield by the POMPD

ATZP-CDR


SUBJECT: Command Policy on Motor Vehicle Registration

instructing the operator or registered owner to contact the POMPD within 3 calendar days or the vehicle will be towed and the operator or registered owner cited with CVC 22523.

i. Commanders are required to conduct unit level POV safety inspections prior to long weekends, each federal and unit training holiday. During these inspections, commanders are responsible for ensuring that all unit members have a valid driver's license, current state registration, valid post registration and appropriate proof of financial responsibility.

2 Encls

1. POM Form 23
2. Smog Testing of Vehicles  
Owned by Military Personnel



MICHAEL R. SIMONE  
COL, FA  
Commanding

DISTRIBUTION:

G

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Sec 3012(g)

PRINCIPAL PURPOSE: The Social Security Number, Home Address and Phone Number is used for Law Enforcement purposes as an additional means of identification of subjects, suspects, witnesses or complainants and registered vehicle owners.

ROUTINE USES: Your Social Security Number is a major item used in processing machine record and output sequence for Military Police Management Information Systems.

DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER AND HOME PHONE NUMBER IS VOLUNTARY: However, failure to provide this information may delay or preclude registration of a privately owned motor vehicle on the military installation.

DISCLOSURE OF YOUR HOME ADDRESS IS MANDATORY: Failure to provide this information will preclude registration of a privately owned vehicle on the military installation.

Decal Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

**Military Police Vehicle Registration System**

**Personal Information (If not applicable put NA)**

SSN: \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

MI \_\_\_\_\_

Category (Check block): Army \_\_\_\_\_ Navy \_\_\_\_\_ Marine \_\_\_\_\_ Air Force \_\_\_\_\_ DOD Civilian \_\_\_\_\_ Retired Military \_\_\_\_\_

Contractor \_\_\_\_\_ Service Family Member \_\_\_\_\_ NAF Employee \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Installation Assigned \_\_\_\_\_

Organization, Unit or Company \_\_\_\_\_

Drivers License \_\_\_\_\_

Driver License Issued By- State \_\_\_\_\_

Unit Identification Code \_\_\_\_\_

Grade/Rank \_\_\_\_\_

Birth Date: \_\_\_\_\_  
(mm/dd/yyyy)

Expiration Term of Service \_\_\_\_\_  
(mm/dd/yyyy)

Gender \_\_\_\_\_

Height \_\_\_\_\_ (Inches)

Weight \_\_\_\_\_

Eye Color \_\_\_\_\_

Hair Color \_\_\_\_\_

Marital Status (Optional) \_\_\_\_\_

Race (Optional) \_\_\_\_\_

**Home Address (Civilian employees, retirees, contractors, visitors, non-military personnel, etc)**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**Organization, Unit or Company Address (If Different Than Above)**

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Vehicle Information**

VIN No. \_\_\_\_\_

Vehicle Year \_\_\_\_\_

Vehicle Make \_\_\_\_\_

Vehicle Model \_\_\_\_\_

Vehicle Body Style \_\_\_\_\_

Vehicle Color \_\_\_\_\_

Vehicle License State \_\_\_\_\_

Vehicle License # \_\_\_\_\_

Vehicle License Expiration Date \_\_\_\_\_

State Emissions Yes \_\_\_\_\_ No \_\_\_\_\_

(SEE REGISTRATION CLERK FOR SMOG REQUIREMENTS FOR VEHICLES NOT REGISTERED IN CALIFORNIA.)

Insurance Expiration Date \_\_\_\_\_

Insurance Company Name \_\_\_\_\_

Insurance Policy Number \_\_\_\_\_

ANY PERSON WHO, WITH INTENT, SIGNS ANY FALSE RECORD, KNOWING IT TO BE FALSE, SHALL BE SUBJECT TO PROSECUTION BY STATE, FEDERAL, OR MILITARY AUTHORITIES.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
(REGISTRANT)

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(VRS Representative)

TESTING OF  
VEHICLES  
OWNED BY  
MILITARY  
PERSONNEL

July 31, 2001

Subject: SMOG TESTING OF VEHICLES OWNED BY MILITARY  
PERSONNEL

Vehicles registered in other states but owned by military personnel on active duty in California must obtain a smog inspection in order to obtain a base access decal. Issuance of a certificate of compliance is not required, but the vehicle owner must present a "Passed" VIR as proof of inspection to obtain the base access decal. When smog testing an out-of-state vehicle owned by an active military personnel, the smog technician needs to perform the following steps to ensure the vehicle is properly identified:

- 1) Enter the VIN and license plate number. The technician will select the vehicle's issuing state of registration from the list.
- 2) The analyzer will prompt the technician to answer "IS THE CONSUMER SEEKING CALIFORNIA DMV REGISTRATION?" The technician will answer "NO".
- 3) The analyzer will prompt the technician to answer "IS THE CONSUMER HERE ON MILITARY ASSIGNMENT?" The technician will answer "YES".
- 4) The technician can now proceed with the smog inspection.